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## APPENDIX V

### FORMAT FOR A STANDING OPERATING PROCEDURE

#### Part I - Organization and Functions

1. Application: In this section, give the purpose and scope of the standing operating procedure (SOP) and applicability of procedures prescribed.
2. Organization: Show the organization.
3. Function: A general paragraph should explain the composition of the element and broad responsibilities and functions of members.

#### Part II - Command-Staff Relationships

##### Section I. General

1. Command and Technical channels.
2. Dual responsibilities, such as one individual being both a staff officer and member of task organization.
3. Responsibility for liaison and coordination with higher, lower and adjacent elements.
4. Cooperation between staff sections.

##### Section II. Intelligence

This section outlines responsibilities for and describes the procedures for all matters pertaining to intelligence.

##### Section III. Estimates - Plans - Orders

This section outlines the responsibilities for and describes the procedures for preparation of estimates, plans and orders.

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**Section IV. Security**

This section outlines responsibilities for security, area security and defense and area damage control. (This may be done by reference to an appropriate annex in the SOP.)

**Section V. Logistics**

In this section, detailed procedures should be given covering supply, transportation, procurement, real estate and construction, printing and support services. This portion is closely related to the logistics plan (Annex) and many aspects covered in the SOP need not be repeated in the logistics plan (Annex). However, applicable references to the SOP should be made.

**Section VI. Administration**

This section should give complete and detailed procedures pertaining to internal administrative matters not included elsewhere. Activities such as the following might be included: leave policy, postal services, labor, travel, finance, law and order, records management, office hours, courier and messenger services, and handling of classified documents.

**Section VII. Command and Communications**

This section covers such activities as special instructions and reports not covered in other parts; also included are communications operations and standing communications instructions and location of the headquarters, including alternate headquarters.

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